



## ***SPECIAL COMMITMENT CENTER***

*Pierce County, Washington*

### ***POLICY: PERSONAL VISITING***

***POLICY NUMBER: 220***

***Page 1 of 3***

**Authorizing Sources:** Chapter 71.09 RCW, Chapter 388-880 WAC

**Effective Date:** August 21, 1992

**Re-Issued:** April 26, 2002

**Sunset Review:** April 26, 2004

**Approving Authority:** MSG's **Date:** 4/8/02

### ***PURPOSE***

This policy establishes and regulates personal visiting for residents of the Special Commitment Center. Visits are intended to foster appropriate relationships between a resident and his/her family and friends.

### ***SCOPE***

This policy applies only to visits by family and friends of residents within the Special Commitment Center (SCC) or the Secure Community Transition Facility (SCTF). Approved supplements to this policy shall apply to the SCTF and to the Special Commitment Center for Women (SCCW).

### ***DEFINITIONS***

**Immediate Family** means parents, stepparents, legal guardians, spouses, brothers, sisters, half or stepbrothers or sisters, children, stepchildren, and dependents in a direct linear relationship to the resident.

**Minor** means a person less than 18 years of age.

**Non-contact Visit** means the resident and visitor are physically separated by a transparent screen.

**Physically Challenged** means having a medically verified mobility/medical disability.

### ***POLICY***

- I. Visiting is held in the Special Commitment Center Visiting Area.
- II. Visiting is by regular schedule, made available to residents and to prospective visitors.
- III. **Special Visits** may be arranged by request and may take place in the visiting room or another designated area. No special visit will be provided unless a minimum of 72 hours is available between the time of approval and the actual visit.
- IV. **Authority over Visiting.**
  - A. Visiting is under the general direction of the Residential Care Manager who shall designate a visiting coordinator. The Residential Care Manager may approve or disapprove regular and special visiting requests.
  - B. The Clinical Director or the SCC Staff Psychiatrist may limit or deny visiting to a resident for treatment reasons or due to danger to health or safety of the resident or others.
  - C. The Superintendent or designee has final authority over visiting decisions and waivers/exceptions. Only the Superintendent or designee may approve visits by minor children.

**V. Visitor Approval.**

- A. A resident is normally limited to twenty approved persons for personal visits.
  1. The Residential Care Manager may approve or deny additional names above twenty.
  2. An authorized aide to a physically challenged visitor may not be counted towards the twenty person maximum, but must be an approved visitor.
- B. A visitor is approved only to visit one SCC resident.
  1. The Superintendent may be petitioned for a waiver if:
    - A person desires to visit more than one resident, or
    - A visitor requests to be removed from the visiting list of one resident and applies to visit another resident.
  2. Waivers are subject to administrative and clinical review and are not routinely approved.
- C. Prospective visitors must complete and return the SCC visiting application form providing full information, including previous legal names, maiden names, nicknames or aliases.
- D. **Minor visitors** must be:
  1. A member of the resident's immediate family.
  2. Approved through separate application, to include certified copies of:
    - The birth certificate
    - A court order establishing legal adoption or guardianship, if applicable.
  3. Approved only by the SCC Superintendent.
  4. If under age three, listed with their parent or guardian who is an authorized visitor and not counted in the resident's maximum number of visitors.

**VI. A National Crime Information Center (NCIC) check** must be conducted and returned "clear" prior to the approval of any applicant. Other official criminal history checks may be used.**VII. Reasons for rejection** of an application may include:

- Outstanding "wants" or warrants naming the applicant, revealed by the NCIC check.
- False or incomplete information on an application.
- The applicant has been convicted of a felony.
- The applicant is a former resident of the SCC.
- A restraining order which, if the visit were approved, might cause violation of the order.
- The applicant is a victim of the resident.
- The applicant is a minor and not an immediate family member, adopted child or ward of the resident.
- The applicant is a current or former employee of the SCC/State of Washington who works, or previously worked, with SCC residents in an official capacity.
- The applicant is listed as a visitor of another resident and has no approved waiver.
- Other circumstances which, in the opinion of the Superintendent, represent a risk to the SCC, its residents or staff.

Exceptions to the above may be made solely by the SCC Superintendent.

**VIII. Denial of visiting or revocation of approval** may be made upon:

- A. Suspicion of smuggling contraband;
- B. Possible danger to health or safety;
- C. Failure of the visitor to abide by SCC or MICC rules or staff instructions;
- D. Discovery of any information which would normally result in disapproval of an application.

**IX. Danger to health or safety** of the resident, visitor, or staff may result in denial or partial restriction of a resident's personal visits. This decision must be:

- A. Documented in the resident's clinical record;
- B. Communicated to the resident in writing and, unless refused by the resident, in person;
- C. Reviewed at least at the completion of each trimester.

- X. **Treatment interests** may result in denial or partial restriction of a resident's personal visits when visits are determined to run counter to the resident's treatment interests. Determination to deny or restrict a resident's visiting for reasons of treatment must be:
- A. Based on clinical judgment of the SCC Staff Psychiatrist or Clinical Director;
  - B. Documented in the resident's clinical record;
  - C. Communicated to the resident in writing and, unless refused by the resident, in person;
  - D. Reviewed at least at the completion of each trimester;
  - E. Subject to appeal. The appeal must be:
    1. Made by the resident in writing or in person to the Treatment Team;
    2. Submitted by the resident no more than once per trimester, and not in the first or last fourteen days of the trimester;
    3. Considered in a Treatment Team meeting;
    4. Communicated with a recommendation by the Senior Clinical Team for final decision;
    5. Documented, with the Senior Clinical Team's decision, in the resident's clinical record; and, in writing, to the resident.
- XI. **Cancellation of Visiting.**
- A. Visiting in general may be cancelled due to a disturbance or an emergency.
  - B. The staff person responsible for visiting may deny or cancel a visit if capacity is exceeded.
- XII. **Visitor Limits to Property** shall be communicated to all prospective visitors. These property limits are subject to change and, if changed, must be communicated to all currently approved and prospective new visitors.
- XIII. **Search and Supervision.**
- A. Visitors are subject to search by Department of Corrections staff.
    1. Routine searches include:
      - a. Electronic scan;
      - b. Inspection of shoes, clothing, containers, purses, and other items;
      - c. Canine search.
    2. Non-routine searches are by reasonable suspicion and include pat search.
    3. If a visitor refuses to comply with a requested search he/she must immediately be detained for transport (if on McNeil Island) or escorted off the grounds (if on the mainland). The person's authorization to visit may be suspended or cancelled.
  - B. Residents will be pat searched prior to a visit and may be body scanned or pat searched after completion of each visit. Upon reasonable suspicion, residents may be required to submit to a strip search.
  - C. SCC staff shall supervise the visiting room and enforce visiting rules (see Rules, attached).
- XIV. **Non-compliance with rules** by the resident and/or visitor will cause a review and may result in suspension of visiting privileges, imposition of non-contact visits, or removal of the visitor from the resident's list of approved visitors.